

# City of Burlington

## Shared Resources - Content Editing

### Introduction

This guide is intended for use by individuals who would like to add/edit/delete nodes (aka specific items to an existing content type)

Shared resources is constructed using:

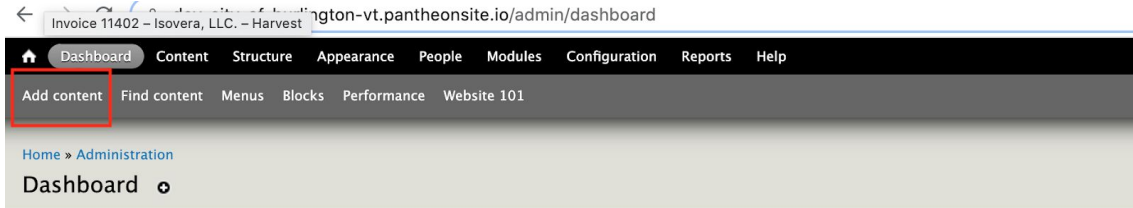
- **Content Types:** Assets, Spaces, City Systems, Vendors & Community Partners, Volunteer Resources and Accessibility Resources.
- **Nodes within those content types:** example Atomic Pro Audio is a Community Partner node
- **Views of each content type and node:** the cards on the Items Index Page, the description and items in the Item Listing Page

As a content admin, you may:

- Add/edit/delete specific nodes under each category, aka "[item detail page](#)"
- Add/edit/delete items to any content fields that have [dropdown options](#)
- Edit descriptions on cards on the [Items Index Page](#)
- Edit descriptions on the [listing page](#)

## Item Detail Page

### 1) Add content

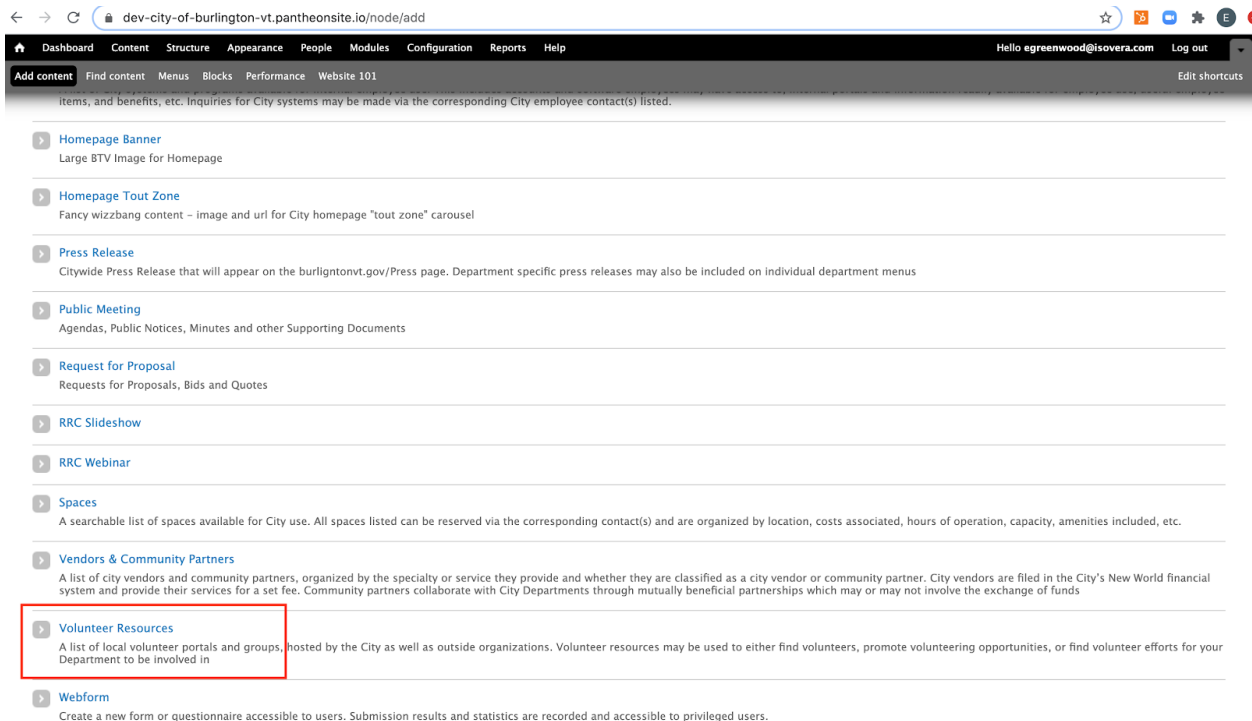


[+ Customize dashboard](#)

#### Recent content

SER Shared Event Resources <b>updated</b> asiles@isovera.com	<a href="#">edit</a>	<a href="#">delete</a>
CEDO Volunteer Opportunities Page <b>new</b> asiles@isovera.com	<a href="#">edit</a>	<a href="#">delete</a>
Clone of Clone of Clone of Clone of Clone of Champlain Meeting Room egreenwood@isov...	<a href="#">edit</a>	<a href="#">delete</a>
Clone of Clone of Clone of Clone of Champlain Meeting Room egreenwood@isov...	<a href="#">edit</a>	<a href="#">delete</a>
Clone of Clone of Clone of Champlain Meeting Room	<a href="#">edit</a>	<a href="#">delete</a>

### 2) Find the content type you want to add a detail page for. In this example we'll add a node for "Volunteer Resources"



### 3) Fill in all the fields for which you have data





CAPTCHA: NO CHALLENGE ENABLED

Password protect this Volunteer Resources

URL path settings

Automatic alias

Revision information

New revision

Authoring information

By egreenwood@isovera.com

Publishing options

Published

☐ This Volunteer Resources is protected

Select this checkbox to password protect this page.

☐ Show Title

Show the title to users when requesting the password.

Password

Confirm password

Password strength:

Enter a password here to protect this Volunteer Resources or set a global password on [the settings page](#). Changing the password will prevent all the users who knew the old password from accessing this page.

- 4) Select "save"

- ## 5) Results

Listing Page:

OFFICE OF THE MAYOR | CITY COUNCIL | BOARDS & COMMISSIONS | A-Z DIRECTORY



[MAYOR](#)
[DEPARTMENTS ▾](#)
[RENTAL & PROPERTY INFO](#)
[CALENDAR](#)
[CITY COUNCIL](#)
[NPAs](#)

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العربية | ASL | Bosanski | မြန်မာစာ | 中文 | Dinka | Español | Français | Karen | Kirundi | Lingala | Maay Maay | नेपाली | Soomaali | Swahili | Tiếng Việt  
*Please note that property tax payments are postponed until September 14*

- ▼ SER Shared Event Resources
  - Assets
  - Spaces
  - City Systems
  - Accessibility Resources
  - Volunteer Resources**
  - Vendors & Community Partners

## Shared Event Resources (SER): Volunteer Resources

A list of local volunteer portals and groups, hosted by the City as well as outside organizations. Volunteer resources may be used to either find volunteers, promote volunteering opportunities, or find volunteer efforts for your Department to be involved in

Organization/Program Name	Service Provided
<a href="#">BTV Volunteer Page</a>	A City webpage (hosted by BPRW) where City volunteer opportunities are posted
<a href="#">CEDO Volunteer Opportunities Page</a>	A City web platform (hosted by CEDO) where local volunteer opportunities can be posted for the public to find. Contact the CEDO Front Desk to add your volunteer opportunity
<a href="#">Test Volunteer Resource #1</a>	lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum

Detail Page:

dev-city-of-burlington-vt.pantheonsite.io

OF BURLINGTON

MAYOR DEPARTMENTS RENTAL & PROPERTY INFO CALENDAR CITY COUNCIL NPAS

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SER Shared Event Resources

Assets

Spaces

City Systems

Accessibility Resources

Volunteer Resources

Vendors & Community Partners

Search

## Shared Event Resources (SER): Volunteer Resources

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### Test Volunteer Resource #1

lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum

**Contact Name (first last):** Emily  
**Contact Email:** [e@gmail.com](mailto:e@gmail.com)  
**Contact Phone:** (555) 555-5555  
**Website URL:** <https://website.com>

**Additional Notes:**  
some additional notes about this resource

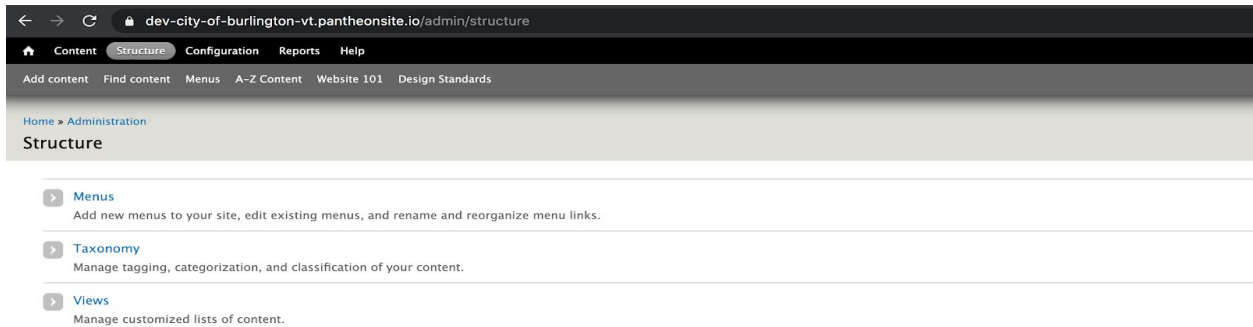
If you would like to make additions or changes to this database, please contact Scott Duckworth at [sduckworth@burlingtonvt.gov](mailto:sduckworth@burlingtonvt.gov) for employee account permissions. Thank you!

THE CITY

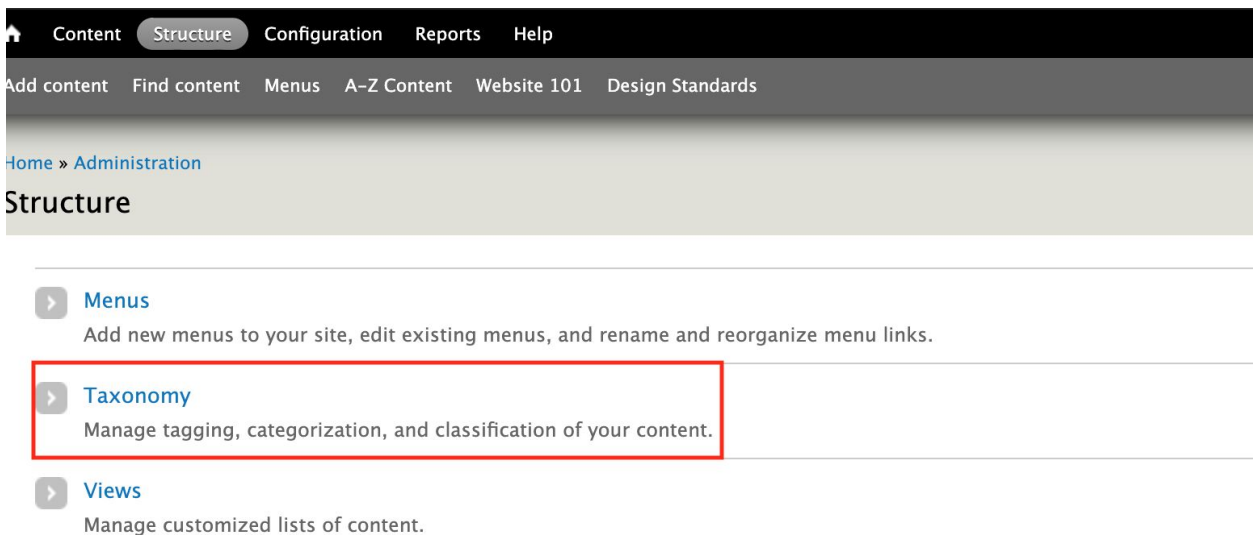
## Items in Dropdowns

When entering a node that has a dropdown field of options, and you don't find an appropriate option, you may add one.

### 1) Select "Structure"



### 2) Select taxonomy

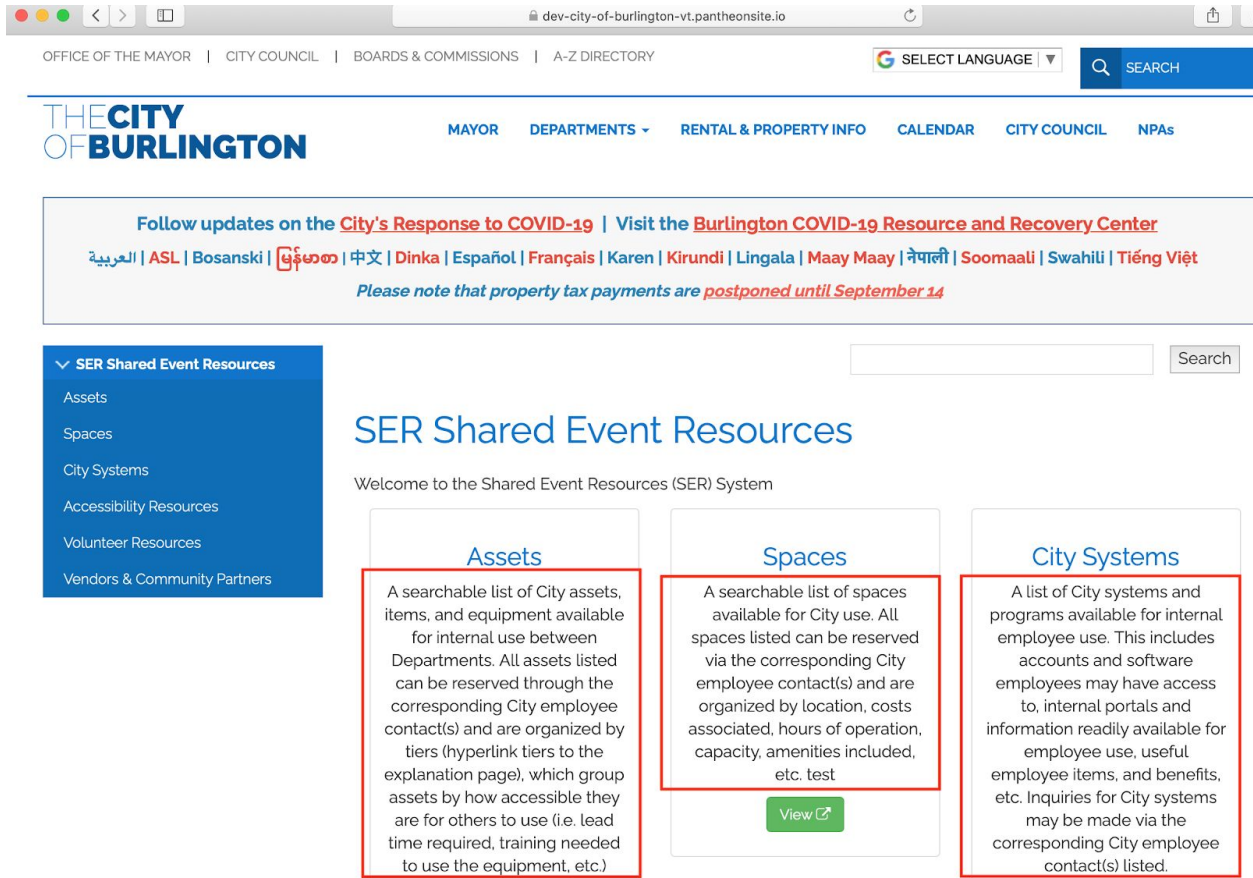


### 3) Result:

Spaces content type now has the BRC option in the "Associated Organization or Product Owner" Dropdown

## Index Page Card Descriptions

To edit the descriptions on the cards on this page:



dev-city-of-burlington-vt.pantheonsite.io

OFFICE OF THE MAYOR | CITY COUNCIL | BOARDS & COMMISSIONS | A-Z DIRECTORY

SELECT LANGUAGE

SEARCH

**THE CITY OF BURLINGTON**

MAYOR DEPARTMENTS RENTAL & PROPERTY INFO CALENDAR CITY COUNCIL NPAs

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Please note that property tax payments are **postponed until September 14**

▼ SER Shared Event Resources

- Assets
- Spaces
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- Volunteer Resources
- Vendors & Community Partners

### SER Shared Event Resources

Welcome to the Shared Event Resources (SER) System

#### Assets

A searchable list of City assets, items, and equipment available for internal use between Departments. All assets listed can be reserved through the corresponding City employee contact(s) and are organized by tiers (hyperlink tiers to the explanation page), which group assets by how accessible they are for others to use (i.e. lead time required, training needed to use the equipment, etc.)

#### Spaces

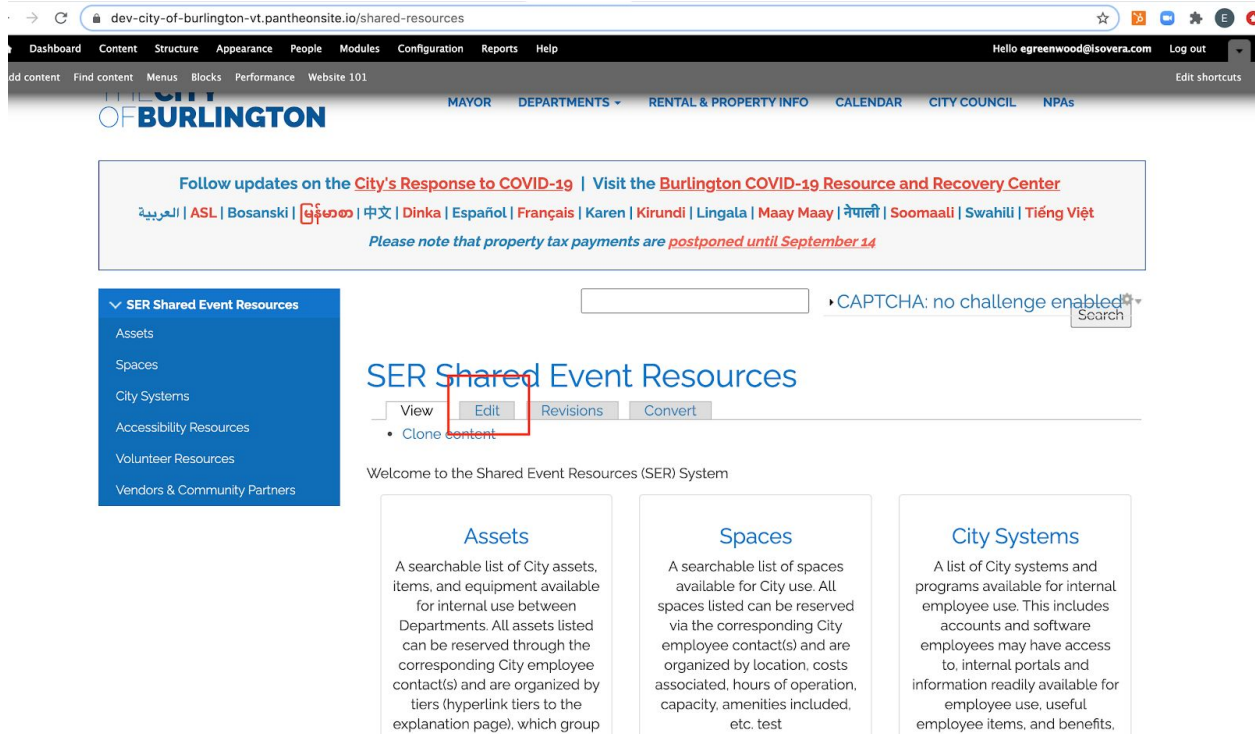
A searchable list of spaces available for City use. All spaces listed can be reserved via the corresponding City employee contact(s) and are organized by location, costs associated, hours of operation, capacity, amenities included, etc. test

[View](#)

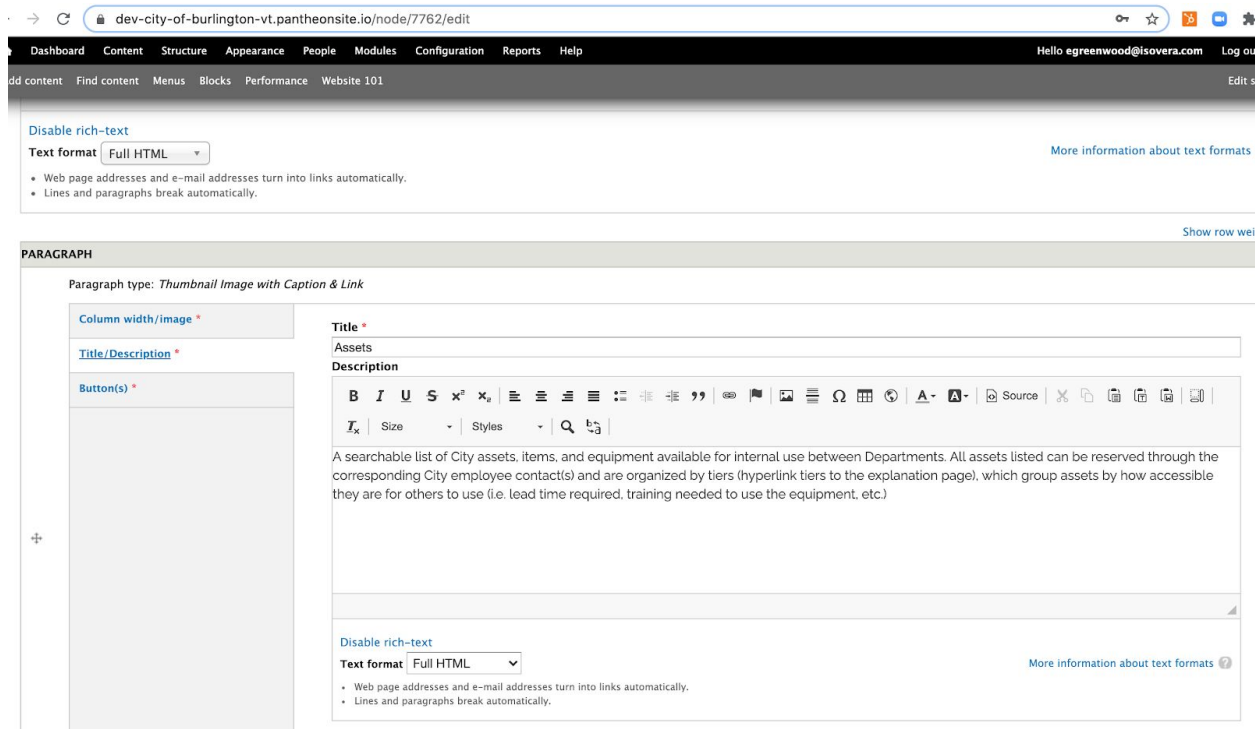
#### City Systems

A list of City systems and programs available for internal employee use. This includes accounts and software employees may have access to, internal portals and information readily available for employee use, useful employee items, and benefits, etc. Inquiries for City systems may be made via the corresponding City employee contact(s) listed.

1) Select "edit"



2) Scroll down to the card you would like to edit:



3) Make your desired edits and select save



→ ↻ 🔒 dev-city-of-burlington-vt.pantheonsite.io/node/7762/edit

Dashboard Content Structure Appearance People Modules Configuration Reports Help Hello egreenwood@isovera.com

dd content Find content Menus Blocks Performance Website 101

Remove

Add Tiles Add Thumbnail Image with Caption & Link Add Full width (grey background below content) Add Basic Paragraph Add FAQ

Add Modal Window (popup)

▶ CAPTCHA: NO CHALLENGE ENABLED

**Department & Tags**

**Password protect this Basic Web Page**

**URL path settings**  
Alias: shared-resources

**URL redirects**  
No redirects

**Revision information**  
New revision

**Scheduling options**  
Not scheduled

**Authoring information**  
By asiles@isovera.com on 2020-08-29 18:01:37 -0400

**Publishing options**  
Published

Department that manages this web page content, and any topic tags associated with this content

**City Department**  
- None -

**Tags**  
Choose some options

Save Preview Delete

4) Result:

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▼ SER Shared Event Resources

Assets  
Spaces  
City Systems  
Accessibility Resources  
Volunteer Resources  
Vendors & Community Partners

Search

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Here is an edit.

View ↗

**Spaces**

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View ↗

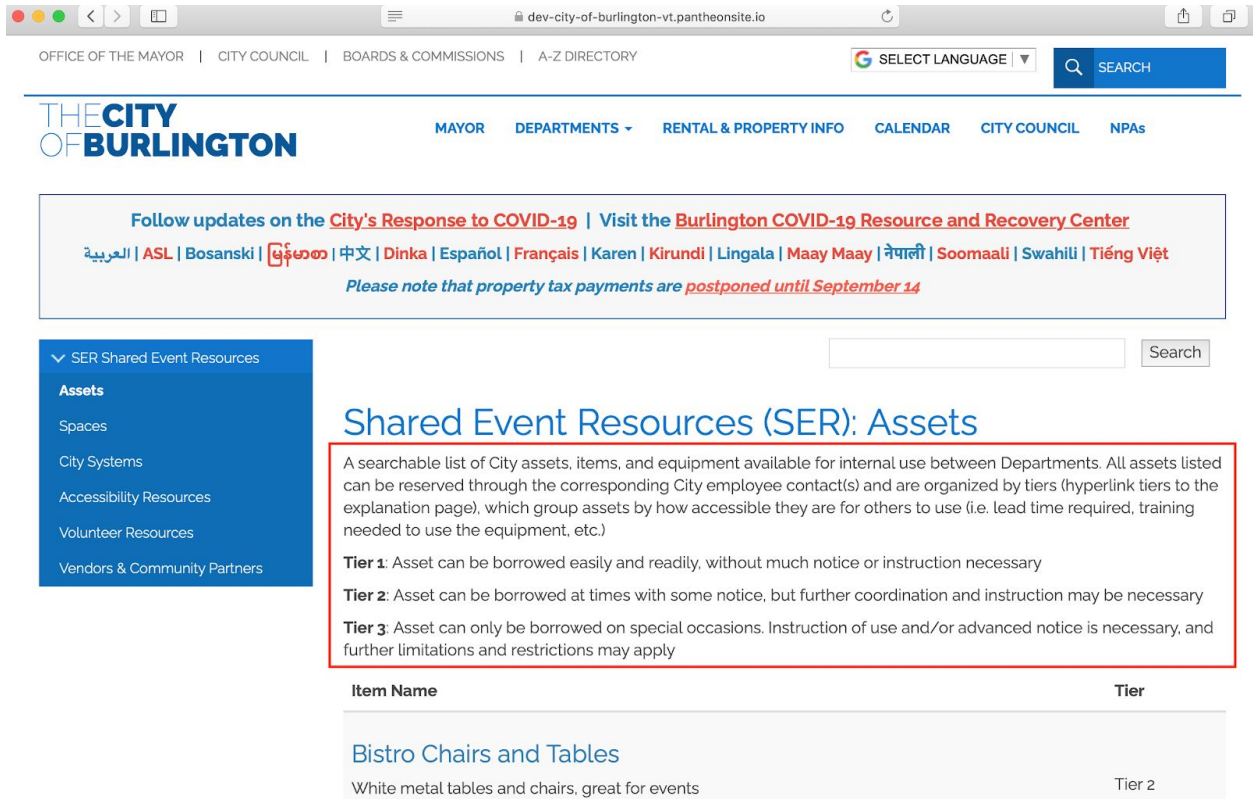
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View ↗

## Listing Page Descriptions

To edit the description on a page like this:



The screenshot shows the City of Burlington website. The header includes the city logo, navigation links (MAYOR, DEPARTMENTS, RENTAL & PROPERTY INFO, CALENDAR, CITY COUNCIL, NPAs), and a language selector. A banner for COVID-19 updates is visible. The left sidebar lists various resources, with 'Assets' selected. The main content area is titled 'Shared Event Resources (SER): Assets' and contains a description of the asset list, tier definitions, and a table of assets.

**Shared Event Resources (SER): Assets**

A searchable list of City assets, items, and equipment available for internal use between Departments. All assets listed can be reserved through the corresponding City employee contact(s) and are organized by tiers (hyperlink tiers to the explanation page), which group assets by how accessible they are for others to use (i.e. lead time required, training needed to use the equipment, etc.)

**Tier 1:** Asset can be borrowed easily and readily, without much notice or instruction necessary

**Tier 2:** Asset can be borrowed at times with some notice, but further coordination and instruction may be necessary

**Tier 3:** Asset can only be borrowed on special occasions. Instruction of use and/or advanced notice is necessary, and further limitations and restrictions may apply

Item Name	Tier
Bistro Chairs and Tables	Tier 2
White metal tables and chairs, great for events	

- 1) Select "Structure" and "Blocks"

→ ↻ 🔒 dev-city-of-burlington-vt.pantheonsite.io/admin/structure

Dashboard Content **Structure** Appearance People Modules Configuration Reports Help

Find content Menus Blocks Performance Website 101

Administration

Structure

- Blocks  
Configure what block content appears in your site's sidebars and other regions.
- Content types  
Manage content types, including default status, front page promotion, comment settings, etc.
- Field collections  
Manage fields on field collections.
- Field dependencies  
Administer field dependencies for the site.
- File types  
Manage settings for the type of files used on your site.
- Menus  
Add new menus to your site, edit existing menus, and rename and reorganize menu links.
- Node Convert templates  
List of templates used for converting nodes using Actions and Node Operations.
- Paragraph Bundles  
Manage Paragraph bundles
- Taxonomy  
Manage tagging, categorization, and classification of your content.
- Triggers  
Configure when to execute actions.

2) Select “configure” for the block you want to edit

→ [dev-city-of-burlington-vt.pantheon.io/admin/structure/block](#)

Dashboard Content **Structure** Appearance People Modules Configuration Reports Help Hello [egreenwood@isovera.com](#) Log out

Find content Find content Menus **Blocks** Performance Website 101 Edit shortcuts

BLOCK	REGION	OPERATIONS
View: Homepage News	Homepage News	<a href="#">configure</a>
<b>Department Mission</b>		
A-Z	Department Mission	<a href="#">configure</a> <a href="#">delete</a>
<none>	Department Mission	<a href="#">configure</a> <a href="#">delete</a>
BTVStat subpage header menus	Department Mission	<a href="#">configure</a> <a href="#">delete</a>
<b>Content Top</b>		
Exposed form: shared_event_resources-page_6	Content Top	<a href="#">configure</a>
<b>Assets header</b>	Content Top	<a href="#">configure</a> <a href="#">delete</a>
Accessibility resources header	Content Top	<a href="#">configure</a> <a href="#">delete</a>
City systems header	Content Top	<a href="#">configure</a> <a href="#">delete</a>
Community partners header	Content Top	<a href="#">configure</a> <a href="#">delete</a>
Spaces header	Content Top	<a href="#">configure</a> <a href="#">delete</a>
Volunteer resources header	Content Top	<a href="#">configure</a> <a href="#">delete</a>
<b>Content</b>		
View: RRC Slideshow	Content	<a href="#">configure</a>
Meeting Video Descriptoin	Content	<a href="#">configure</a> <a href="#">delete</a>

### 3) Make your desired change & save

→ [dev-city-of-burlington-vt.pantheon.io/admin/structure/block/manage/block/127/configure](#)

Dashboard Content **Structure** Appearance People Modules Configuration Reports Help Hello [egreenwood@isovera.com](#) Log out

Find content Find content Menus **Blocks** Performance Website 101 Edit shortcuts

Home » Administration » Structure » Blocks

**Assets header block** [o](#) [DELETE BLOCK](#) [REVISIONS](#)

**Block title**

Shared Event Resources (SER): Assets

The title of the block as shown to the user. This field supports tokens.

**Block description \***

Assets header

A brief description of your block. Used on the [Blocks administration page](#).

**Block body \***

**B I U** [List] [Link] [Image] [Table] [Code] [Source] [Link] [Font] [Size] [Styles]

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### 4) Result

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 Search

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## Bistro Chairs and Tables

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